

ADMINISTRATIVE-INTERNAL USE ONLY

ORD-5119-74

MEMORANDUM FOR: Director of Research and Development  
THROUGH : Special Panel, ORD  
SUBJECT : Recommendation for Promotion -  
[REDACTED] 25X1A9a  
GS-06 to GS-07

25X1A9a

1. [REDACTED] has been performing the duties of senior secretary, first for Problems Analysis Staff and presently for the Center for the Development of Analytical Methodology, under my supervision since August 1973. She was promoted to her present grade on 1 April 1973.

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2. I have been impressed with [REDACTED] eagerness to perform her function in a proficient error-free manner. Her work over the past year has been especially notable in that she has served as senior secretary to two new and developing ORD Divisions, PAS and CDAM. Although she has supervised a clerk-typist, GS-04, during this time, she has had no other senior-level help in administering to the normal duties of senior secretary, made more difficult by the newness of the operations.

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3. [REDACTED] has performed her duties with a minimum of direction and readily assumes the responsibility of organizing or formatting the variety of documentation prepared by the Division. Her work is always neat, timely and in every way exemplifies that of a senior secretary. Her "unflappable" attitude is a trait that I value highly as a prerequisite for any senior secretary.

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*approved*  
*22 Dec 74*

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4. It is my judgment that [REDACTED] has in every way succeeded to the level of senior secretary, and I strongly recommend that she be promoted to GS-07, the grade associated with that level of accomplishment and performance, as soon as is practicable.

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[REDACTED]  
C/CDAM/ORD

RECOMMEND APPROVAL:

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Chairman, Special Panel, ORD

\_\_\_\_\_  
Date

APPROVAL:

\_\_\_\_\_  
Director of Research and Development

\_\_\_\_\_  
Date